



PRIVACY IMPACT ASSESSMENT (PIA)

DoD Information System/Electronic Collection Name:

Law Office Management System (AKA - ProLaw)

DoD Component Name:

Defense Finance and Accounting Service

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel * and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number
 Yes, SIPRNET Enter SIPRNET Identification Number
 No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes Enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

- No

d. Does the DoD information system or electronic collection have a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- Yes Enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number. Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at:
<http://www.defenseink.mil/privacy/notice/>

or

- No Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an OMB Control Number? Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes

Enter OMB Control Number

Enter Expiration Date

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provision of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute and/or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("Internal housekeeping") as the primary authority. The requirement, directive or instruction implementing the statute within the DoD Component should be identified.

5 U.S.C. 301, Departmental Regulations, Department of Defense Directive (DoDD) 5145.01, General Counsel of the Department of Defense, and E.O. 9397 (SSN).

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

System will facilitate the recording, processing, management and tracking of all requests for legal assistance related to personnel issues, military pay issues, civilian pay issues and commercial pay issues. System will maintain a record of the DFAS OGC response to all such inquiries and provide DFAS OGC with a central repository for opinions issued by and research done by the DFAS OGC. See Section III below for types of PII to be collected.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

If the mis-handling of personal information leads to lost, stolen or compromised PII, the result could be harmful to the individual in many ways (e.g., identity theft, damage to the individual's reputation and/or financial hardship). Such incidents might also cast DFAS in an unfavorable light to the public. Hence, access is limited to persons responsible for servicing or authorized to use the system in performance of their official duties (and requires proper screening and clearance for need to know). DFAS adheres to physical protections of PII as described in accordance with DFAS 5200.1-R, DFAS 8400.1-R, IA policy, outlines requirements to protect sensitive information (to include PII) for DFAS systems. Management responsibilities for information protection are maintained in DFAS 8500.1.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component. Specify

PII will be shared with internal DFAS organizations that demonstrate a "need to know" (e.g., military pay, civilian pay, human resources and vendor pay).

Other DoD Components. Specify

Other Federal Agencies. Specify

Merit System Protection Board, Equal Employment Opportunity, Armed Services Board of Contract Appeals

State and Local Agencies. Specify

State Unemployment Commissions

Contractor (enter name and describe the language in the contract that safeguards PII.) Specify

Other (e.g., commercial providers, colleges). Specify

i. Do individuals have the opportunity to object to the collection of their PII?

Yes **No**

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

Individuals cannot object because the Office of General Counsel does not initiate the collection of PII.

j. Do individuals have the opportunity to consent to the specific uses of their PII?

Yes **No**

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

ProLaw does not collect PII directly from the individual. The PII contained in ProLaw will come from documents and information provided to OGC from other internal DFAS organizations (e.g., military pay, civilian pay, human resources and vendor pay).

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

N/A

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component can restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.